



Connecticut DOT

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Bureau of Engineering and Construction

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CONSTRUCTION DIRECTIVE

SUPERSEDED

Construction Administrator

by CD-2017-10

Construction Procedure for Internal use of Electronic Signatures

This Construction Directive establishes the Office of Construction Procedures for use of electronic signatures for intra-Department of Transportation communication by Construction personnel.

Electronic signatures processed in accordance with the standard procedures entitled, “Electronic Signature Guide for Internal Documents” ([E-Signature Guide CN OOC Miscellaneous .pdf](#)), are acceptable for all intra-Department of Transportation communications including, but not limited to, memorandums, forms, reports, computations, overtime approvals, and mileage documentation.

The signatures applied utilizing these procedures will appear as valid from computers within the Department network utilizing Bluebeam products. If the signatures are viewed with an Adobe product a message may be encountered that the signature is invalid. Therefore, it is recommended that all Construction personnel utilize Bluebeam Revu or Vu to avoid the error message.

These electronic forms of communication should be utilized as much as practical to promote the Department’s transition toward eConstruction.

Questions or comments regarding this procedure should be addressed to:

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